

NON-TITLE V PERMIT APPLICATION INSTRUCTIONS
PROCESS OR FUEL BURNING SOURCE DESCRIPTION FORM (APC 102)

This form should be completed for all new process and boiler permit applications and all renewals where source conditions have changed since the previous application. This form need not be completed for permit renewals if source conditions have not changed. Whenever this form is submitted, it should be accompanied by an Emission Point Description form (APC 101) for each stack or emission point within the source.

If any of the information requested is considered confidential, two applications should be submitted. One application clearly marked to indicate that it contains confidential information which is not to be made public and another application which does not contain the confidential information which can be placed in our general files. Emission data requested on the Emission Point Description form (APC 101) normally cannot be treated as confidential by the Division. Please contact the APC Division if there are any questions concerning confidentiality of information.

1. Use the same name as from the Facility Identification form (APC 100). The right-hand portions of the first two lines are intended for APC Division use only.
2. The process Emission Source Number should be the same as entered in Item 9 of the APC 100.
3. Brief description of the process source and/or equipment being permitted.
4. Indicate type of source: process with no in-process fuel, process with in-process fuel, or a fuel burning source. Complete remainder of form accordingly. An Emission Point Description form (APC 101) should also be completed for each stack or non-stack pollutant emission point included in this source.
5. Indicate if the source operates in a continuous or batch type mode. If operation is batch type, indicate the normal time required to process a batch and the number of batches, or fraction thereof, processed in a normal 24 hour period.
6. This is the list of materials that will be used to determine the process weight rate for this source. Input rates are established as follows:
 - a. For continuous or long-run, steady-state operations, it is the material input weight for the entire period of continuous operation or for a typical portion thereof divided by the number of hours of such period or portion thereof.
 - b. For cyclical or batch type operation, it is the material input weight for a period which covers a complete or an integral number of cycles divided by the hours of actual process operation during such period.
 - c. All inputs should be listed separately however it is not expected or desired that an ultimate chemical analysis be given for process inputs. Names such as wood chips, limestone, or clay are adequate identifications.
 - d. The process flow diagram should clearly represent the process emission source covered by the application. All emission points within the source should be shown and identified. If a site has more than one process emission source, a flow diagram showing all of the process emission sources at the site should also be attached. The overall flow diagram needs to be included only once and does not need to be included with subsequent applications unless substantial changes have been made.

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- 7.** A separate form should be completed for each fuel burning source. Show identifying number or other unique identification used for the fuel burning source in question. All fuel burning stacks at the site should be identified by number or other suitable code. Enter the identifying number or code for the stack serving the boiler. Show type of firing: hand, underfeed stoker, spreader stoker, chain grate stoker, pulverized fuel-dry bottom, pulverized fuel-wet bottom, oil burner, gas burner, combination oil-gas burner, etc. Use comment space, item number 11, if additional space is needed.

Show fuel burning source capacity in rated output horsepower, and/or rated burner input capacity in millions of BTU/hr. If these values cannot be determined, capacity can be expressed in other units such as pounds per hour steam produced, or the square feet of heating surface, etc., as long as the units used are clearly specified.

List the fuel burning source serial number, approximate date of construction (installation) and, if applicable, the date of the most recent modification. Explain any modification in item number 11.

- 8.** Complete this table for all fuels used by the fuel burning source described in item number 7, or process described in item 3. Include primary and all standby fuels so source will have permitted authority to use such fuels. If a source is designed to use a standby fuel but very little or none is normally used, enter the design rate for such fuels under hourly usage and indicate negligible annual usage.
- 11.** Comment space for further descriptions or other needed information that was not included previously or information on modifications.